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**From:** Han, Linda (DPH)  
**Sent:** Friday, April 08, 2011 10:27 AM  
**To:** Caloggero, Dina (DPH)  
**Subject:** RE: employee departure (sd)

OK, my little package of instant oatmeal.

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**From:** Caloggero, Dina (DPH)  
**Sent:** Friday, April 08, 2011 10:11 AM  
**To:** Han, Linda (DPH)  
**Subject:** RE: employee departure (sd)

Linda at the DD meeting please ask that all BLS network additions, modifications and terminations come through me. This allow me to keep track of changes in LSS, occ health and CLIA.

Thanks for your help.

Dina

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**From:** Nawn, Kathleen (DPH)  
**Sent:** Friday, April 08, 2011 9:45 AM  
**To:** Caloggero, Dina (DPH)  
**Cc:** Han, Linda (DPH)  
**Subject:** RE: employee departure (sd)

Someone removed her email account because she's not on the global listing anymore, and someone changed her status on the intranet employee listing so she's not listed as "current" employee you have to search under "all".....

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**From:** Caloggero, Dina (DPH)  
**Sent:** Friday, April 08, 2011 9:26 AM  
**To:** Nawn, Kathleen (DPH)  
**Cc:** Han, Linda (DPH)  
**Subject:** RE: employee departure (sd)

This is the first time I heard about it too. Her network accounts are still active as well. I will take care of these today.

Linda,  
Please bring this up at the DD meeting today if you are having one.

Thanks...Dina

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**From:** Nawn, Kathleen (DPH)  
**Sent:** Friday, April 08, 2011 8:56 AM  
**To:** Caloggero, Dina (DPH)  
**Cc:** Han, Linda (DPH)  
**Subject:** employee departure (sd)

Dina-

I happened to learn, today, that Stacey DesJardins (Drug Lab) left employment on Feb. 24, 2011.

Why wasn't I notified?

I tried to look her up on intranet employee listing and her state email address, both had been removed. so whoever takes care of IT and intranet knew she was leaving.

However, her LSS access card #83 was still active in the system. No one seems to know if she turned it in when she left? I disabled the card. This is another case of noncompliance with our security procedures.

I also have no LSS record for her when she started 3/23/2009 (Tanya was the LSS Mgr then).

She should have had an acceptance agreement and quiz for a new employee.

I will also disposition her OccHealth file.

I would appreciate being notified when you find out about folks departing just like you do when new folks arrive.

.....kathy

Kathleen L. Nawn, MHS, MLS (ASCP)<sup>CM</sup>

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